



***State of Louisiana***  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

**M. J. "MIKE" FOSTER, JR.**  
GOVERNOR

**MARK C. DRENNEN**  
COMMISSIONER OF ADMINISTRATION

January 31, 2001

**OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-41**

**TO:** All UPS Agencies

**FROM:** Ronald S. Mitchell  
Director

**SUBJECT:** Microfiche

On Thursday, January 11, 2001, most of the microfiche that had to be re-created for the Paydays of 09/08/00, 09/22/00 and 10/06/00 was forwarded to your agency. All of the microfiche is dated correctly with the exception of the current payroll register for 9/08/00.

In December you should have received microfiche with the heading "Current Payroll Register for Payday 09/08/2000". When viewed, the pay period dates are 08/21/00 – 09/03/00; however, the data is for 10/06/00. This should be destroyed.

On Thursday, January 11, 2001, you were sent microfiche with the heading "Current Payroll Register for Payday 09/08/2000". When viewed, the pay period dates are incorrectly stated as 01/08/2001 – 01/21/2001. The data is for 09/08/2000. This should be destroyed.

Last week you should have received the final microfiche copy of the "Current Payroll Register for Payday 09/08/2000". When viewed, the pay period dates are correctly stated as 08/21/00 – 09/03/00, and the data is correctly headed 09/08/2000. Please make sure the correct copy of this micro-fiche is retained.

The week of January 8, 2001, you should have also received the microfiche of leave information for 9/08/00, 9/22/00 and 10/06/00. After receipt of this microfiche, you should have all of the microfiche that had to be created for past pay periods. You should now begin receiving your microfiche on a regular basis.

We are still working with the vendor to create the W-2 microfiche. This should be completed and forwarded to you soon. We appreciate your cooperation. If you have any questions on this information, please contact Ralph Noland at (225) 342-7290.

RSM:APH:kmb